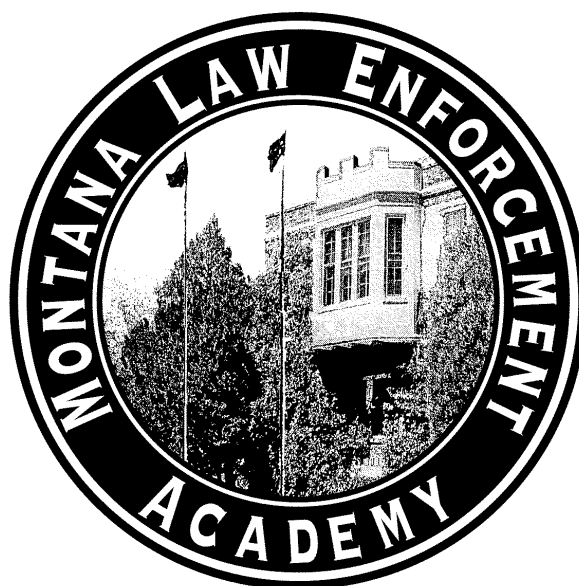


Montana Department of Justice



Student Manual

MLEA

MISSION STATEMENT

The Mission of the Montana Department of Justice -Law Enforcement Academy is to provide an atmosphere in which all law enforcement professionals can come together to participate in training and educational programs that will enhance the knowledge, hone the skills, and develop the foundation of ability.

MONTANA LAW ENFORCEMENT ACADEMY

On behalf of the Administration and Staff, we welcome you to the Montana Department of Justice – Law Enforcement Academy. We hope that your stay here will be professionally beneficial and personally enjoyable. Each and every member of the MLEA staff, makes up a team of dedicated professionals who work hard to ensure that your participation in the training and educational programs offered here will, “enhance the knowledge, hone the skill, and develop the foundation of ability” of each and every person in attendance.

➤ **GENERAL INFORMATION**

The Montana Law Enforcement Academy is located at 2260 Sierra Road East in Helena, Montana upon the campus of the Mountain View School. A map is enclosed to assist you with your travels. The Main Classrooms and Business Offices are located in the Administration Building in the center of the Campus. The regular business hours for all Law Enforcement Academy affairs are 8:00 AM until 5:00 PM, Monday through Friday.

1. Telephone

The central business telephone number is (406) 444-9950. Telephone calls pertaining to business matters or emergencies can be made to the above telephone number. Telephones located in the Administration Building are restricted to business matters only. All incoming and outgoing personal calls can be made through telephones located in the residential quarters.

Spruce	(406) 444-9971	Aspen	(406) 444-9965
Maple	(406) 444-9969	Cottonwood	(406) 444-9967

2. Mail

Mail can be sent directly to your attention at the following address:

(your name)
(title of class attending)
Montana Law Enforcement Academy
2260 Sierra Road East
Helena, MT 59602

All outgoing mail must have the proper postage and can be deposited in the Administration Building for mail service.

3. Messages

In-coming mail and telephone messages are deposited for student pick up in the appropriate receptacle located near the main entrance doors of the Administration Building.

4. Parking

The Montana Law Enforcement Academy student parking is located east of the Maple residential quarters. Other parking areas are reserved for staff and visitors. The roadway that traverses through the campus grounds is to remain open at all times as a fire and emergency service roadway. Parking on the grass or in other areas immediately surrounding the various buildings is prohibited.

Students that are assigned to residential quarters other than the Maple Building can park their vehicles near the quarters for short periods of times to load and unload, however all overnight parking must be in the east parking lot of the Maple Building.

5. Travel to and Arrival at the Campus

The majority of students traveling to the Montana Law Enforcement Academy do so by motor vehicle. Persons traveling to Professional Programs from out of state may rely upon air travel or other communal traveling methods. In these instances prior arrangements can be made with MLEA Staff to provide transportation to and from the MLEA campus. Students should pay close attention to the registration materials offered for the particular course to verify check in dates and times. Failure to check in at the block of time offered could result in denial of access to the residential quarters.

6. Residential Quarters

Upon arrival at MLEA, you will receive a dorm room key in your registration packet. This key will open the outer residential quarters entrance door, your room, and other common areas upon the campus. On the last day of the course, this key must be turned in to the Administration Office. Failure to return your key requires replacement of the dorm room lock mechanism and will result in a \$25.00 charge to the student.

There are four residential quarters, Cottonwood, Maple, Aspen, and Spruce upon the MLEA campus. The residential quarters vary in size from 14 to 28 rooms. All rooms are furnished with a bed, storage drawers, and closet space. Students attending MLEA Basic Courses will be provided bedding and towels, however will need to provide their own washcloths, soap, shower shoes, and robes. Each residential quarter has communal bathrooms with showers. Students who may have special needs can make advanced arrangements with the MLEA Administration Office prior to arrival.

For security purposes, keep the door to your room and the outer dormitory door locked when you are not in the immediate area. If you have smaller articles of value you may request to store them in the safe at the front desk of the Administration Building.

7. Food Service

The academy food service is located to the south of the Administration Building and is open Monday through Friday. Breakfast is served from 7:00 AM until 8:00 AM. Lunch is served from 11:30 AM until 12:30 PM. And Dinner is served from 5:00 PM until 6:00 PM. No Dinner is served on Friday as most students leave the campus at the end of this business day.

8. Laundry Facilities

Coin operated washers and dryers are available on campus. Please follow the posted instructions for proper operation. Washers and dryers are not to be used

during classroom hours. Irons are available to Basic Law Enforcement Students for uniforms.

9. Visitors and Guests

Visitors and guests are always welcome to the Montana Law Enforcement Academy. Agency Administrators and fellow officers are encouraged to visit the MLEA campus. Any student may invite persons to the MLEA campus with prior approval from the MLEA Administrator or his designee. Upon arrival, all visitors and guests should check in at the Administration Building. Visitors and guests are bound by the same rules, regulations, policies, procedures and general orders as students, while on campus. Any violation of a rule, regulation, policy, procedure, or general order is grounds for immediate termination of visitation rights.

➤ **RESIDENTIAL QUARTERS**

1. Animals

Animals are generally prohibited in residential quarters, dorm rooms and or within vehicles parked on campus.

2. Residential Quarters and Dorm Room Keys

Upon arrival, the MLEA Staff will have assigned the student a dorm room and the appropriate room key. If for some reason the student feels that the dorm room assigned is not acceptable, a request can be made to the MLEA Administrator for consideration of a new dorm room. Furnishings are not to be moved into or out of any dorm room, lounge, or any other room on campus. Small televisions, VCR/DVD players, small AM/FM radios, laptop computers, and personal photographs in stand up frames are acceptable items for students to use within their respective dorm rooms.

3. Bedding

For MLEA Basic Courses, students are provided bedding and bath towels. Students are expected to turn in used linen for fresh linen at the designated times.

4. Cleanliness of Rooms

Cleanliness of the dormitory rooms is a student responsibility. Student rooms and lounge areas must be clean, organized and presentable at all times. Dirt, trash, loose handouts and any other unnecessary clutter is unacceptable. Empty suitcases should be stored in hallway closets or other storage areas and can be secured by MLEA Staff.

5. Room Restrictions

In order to adhere to Fire Code regulations, makeshift window coverings, extension cords, wall hangings, banners, electric heaters, personal shelves/racks or posters are prohibited in the student dorm rooms. Each student must keep his or her room free from debris and flammable liquids. Potential fire hazards discovered by any student must be reported to the MLEA Staff immediately. Items susceptible to spontaneous combustion are not allowed in any MLEA building.

6. Building Restrictions

The student must cooperate in preserving the MLEA facilities in a serviceable condition. Accordingly, pins, nails, tacks, tape, banners or other items may not be placed on or in the walls, doors or woodwork of any MLEA building. Students and or their Agencies will be billed for damages against any MLEA furnishing or building.

7. Personal Items

Students should bring with them an alarm clock, shower robe, shower shoes, washcloths, and all necessary toilet articles such as toothbrush, toothpaste, soap, shampoo, deodorant, aftershave, hairbrush or comb, and hair dryer.

8. Restricted Areas

Certain areas are considered restricted access areas. Due to communal bathroom and shower facilities, male students are prohibited from female dorm rooms and floors. Female students are prohibited from male dorm rooms and floors. The MLEA Administration Building is restricted after 5:00 PM except during scheduled training or authorized events.

9. Study and Quiet Hours

Study hours on the MLEA campus are 7:00 PM until 10:00 PM daily. Quiet hours are 10:00 PM until 6:00 AM hours daily. Students are to refrain from loud, boisterous, and unusual noise or unruly behavior during these periods.

10. Property Loss or Damage

The Montana Department of Justice and Montana Law Enforcement Academy is not responsible for the loss, destruction, damage or theft of any personal items stored in or upon any room or property of the MLEA campus or other facilities used by MLEA for training purposes. Students are required to keep their dorm room locked at all times to ensure that their valuables are secure. Small items of value may be secured in the MLEA Administration Building upon request of the student.

11. Security and Safety

Students must keep their dorm room door locked when not in the immediate area and keep valuables out of sight. Close and lock room windows if leaving for the weekend. The student must take reasonable security precautions against loss of personal property.

12. Room Lock Outs

If a student locks him/herself out of a dorm room after business hours, contact any member of the MLEA Staff for instructions. Emergency telephone numbers for MLEA Staff are posted in each residential quarters lobby.

13. Sanitation

In order to prevent the infestation of insects and rodents, only small quantities of non-perishable food such as nuts, crackers, and chips are permitted within the dorm rooms of the residential quarters. If students wish to possess these items, they

must be stored in a plastic or other similar type of construction container that is sealable, such as an ice cooler or plastic bucket or pail.

14. Conservation of Heat and Electricity

Each student shall assist in the conservation of heat and electricity. Lights in dorm rooms, restrooms and lounges are to be turned off after use. Students will ensure water faucets are turned off when not in use. Fire escape doors are not to be utilized unless in the event of a Fire or other Emergency and are to be in the closed position at all times. Students are not authorized to change settings on thermostats in any building.

15. Room Inspections

In order to ensure that Fire Code regulations and all Montana Law Enforcement Academy regulations pertaining to residential quarters and dorm rooms are adhered to, periodic room inspections may occur. An MLEA Staff Member can request a student to make their dorm room accessible for inspection. The MLEA Staff Member, accompanied by the student, will verify that the room is clean and presentable, the bed is made, and shoes are stowed properly in order not to restrict passage or movement. There should be no offensive odors present and no papers, books, magazines, or other clutter or clothing on the floor restricting passage. Uniforms and clothing items are neatly stowed in the dresser or closet. Inspections, without notification, of a student's dorm room and the search of personal items, such as clothing, wallets, purses, handbags, or luggage will only be made upon a finding of Reasonable Suspicion by a MLEA Staff Member.

➤ FACILITY RESTRICTIONS

1. Soliciting Business

Soliciting business, engaging in any sales or business venture, or distributing sales or advertising material on the Academy grounds is strictly prohibited unless prior written permission has been obtained from the MLEA Administrator.

2. Food, Beverage, and Other Prohibited Material

Students are prohibited from bringing into the classroom or other places where MLEA courses are underway any newspapers, magazines, personal letters or cards, or any documents or literature that is not a part of the course curriculum. Candy, chips, nuts or any type of food or snack, are prohibited within the Administration Building or other classrooms and MLEA vehicles. Only beverages that are contained within a covered lid container are permitted in the Administration Building or classrooms. Any and all beverages, regardless of the container are prohibited within MLEA vehicles.

3. Cellular Telephone, Pagers, and other Communication Devices

Students are prohibited from using any cellular telephone, pager, or other communication device within the classrooms, meeting rooms, or vehicles, during any class, course of instruction, activity, scenario, or event offered by MLEA. Possession of these items is permissible if all devices are turned off.

4. Other Equipment, Chemical Weapons, and Impact Instruments

Students are prohibited from carrying upon their person or possessing within the residential quarters or dorm rooms any unauthorized law enforcement equipment, including chemical weapons, conducted energy weapons, impact instruments and firearms while in attendance at MLEA.

5. Recreation and Lounge Areas

The Gymnasium is available for recreation needs. Appropriate footwear in the form of tennis shoes is required. The Fitness Center is located in the basement of the Gymnasium for your personal fitness needs. The Fitness Center area contains a CD Player/Stereo. The stereo may not be removed and it must be turned off after use.

6. Food Service

Students are prohibited from wearing in the cafeteria hats, tank tops, cut-offs, clothing which is tattered or heavily soiled by dirt, perspiration or other foreign substances. Any and all tobacco products are prohibited in the cafeteria and those in possession are not to dispose of these substances in any trash receptacle, sink or drain. Students and Guests are encouraged to display the proper manners and as such the use of profanity is prohibited. Food Service meal offerings may be altered by advanced notice during special events such as graduation ceremonies. Students who have been prescribed special diets by a physician should advise the Food Service provider, upon arrival, for special dietary accommodations.

7. Vending Machines

A private vendor provides all vending machines for laundry, beverages, and snacks. In the event of a malfunction or loss of money, the student must report the event to the MLEA Administration Office.

➤ DRESS CODES

1. Generally Accepted Attire

While in attendance at the Montana Law Enforcement Academy, students shall dress in the appropriate attire, as dictated for the particular course. Sweatshirts, t-shirts, tank tops, shorts, denim jeans, baseball caps, slippers, sandals, or tennis shoes are prohibited in any MLEA classroom, dining hall, or the Administration building during training hours. MLEA Staff Members may suspend the preceding rule for students actively participating in Defensive Tactics, Physical Training or any authorized Special Training Class. Shirts, t-shirts, hats or sweatshirts with inappropriate messages, lettering or logos will not be worn while on the MLEA campus or at any off campus event.

➤ **BASIC LAW ENFORCEMENT OFFICERS COURSE**

1. Sworn Officers Uniform

The Basic Law Enforcement Officers Course requires the wearing of the student's agency uniform. If a student has not been issued an agency uniform, the student must wear a dark navy blue button front, collared shirt with dark navy blue dress pants, similar to a "Dockers" or "Dickies" brand pant. All footwear will be a smooth leather black dress shoe or boot.

2. Pre-Service Uniform

Pre-service students are required to furnish and wear as part of their MLEA uniform dark navy blue button front, collared shirt with dark navy blue dress pants, similar to a "Dockers" or "Dickies" brand pant. All footwear will be a smooth leather black dress shoe or boot. MLEA will issue a nametag and badge to Pre-service students.

3. When Uniform Required

The wearing of uniforms is required during training hours Monday through Friday, during weekend classes, and at the graduation ceremony.

4. Appearance

The appearance of the uniform and the manner in which it is worn are significant indications of individual pride, discipline, professionalism and esprit-de-corps. Students are expected to have correct posture and to maintain their uniforms and personal appearance in a meticulous manner at all times. The Student agrees to maintain professional standards of appearance.

5. Uniform Equipment and Accessories

All law enforcement students are required, during specified times, to wear as part of their uniform their utility (gun) belt, equipped with handcuffs, handcuff case, handcuff key, and leather keepers. The utility (gun) belt and uniform footgear will be black in color, unless authorized by the Student's home agency to be of another color.

6. Uniform Inspections

Formal Uniform Inspections will occur every morning prior to the start of the training day. The Student will be inspected by a MLEA Staff Member to determine his or her fitness for duty, cleanliness of the uniform, and overall professional appearance.

7. Student Jewelry

For reasons of safety and security, Students will not wear personal jewelry consisting of earrings, necklaces, wrist bracelets/cords, or neck chains during class hours. Students may wear wedding bands/rings during class hours. Students with wedding rings with sharp edges or stones may be required to remove the ring during physical skills training for safety reasons.

➤ **CORRECTIONS / DETENTION OFFICER BASIC COURSE**

1. Officers Uniform

The Corrections / Detention Officer Basic Courses requires the wearing of the student's agency uniform. If the student does not have or has not been issued a uniform, the student is expected to wear casual and conservative dress that would be appropriate in a professional office environment. Shirts must have a collar and pants should be a casual dress pants similar in nature to the "Dockers" or "Dickies" brand pants. Denim jeans are not authorized unless the agency specifically specifies that the pant is part of the standard regulation uniform. The student agrees to maintain professional standards of appearance of either the uniform or casual dress attire.

2. When Uniform Required

The wearing of uniforms is required during training hours Monday through Friday, during weekend classes, and at the graduation ceremony.

3. Appearance

The appearance of the uniform and the manner in which it is worn are significant indications of individual pride, discipline, professionalism and esprit-de-corps. Students are expected to have correct posture and to maintain their uniforms and personal appearance in a meticulous manner at all times. The Student agrees to maintain professional standards of appearance.

4. Uniform Equipment and Accessories

All Corrections / Detention Officer Basic students are required, during specified times, to wear as part of their uniform their utility belt, equipped with handcuffs, handcuff case, handcuff key, and leather keepers. The utility belt and uniform footwear will be black in color, unless authorized by the Student's home agency to be of another color.

5. Uniform Inspections

Formal Uniform Inspections will occur every morning prior to the start of the training day. The Student will be inspected by a MLEA Staff Member to determine his or her fitness for duty, cleanliness of the uniform, and overall professional appearance.

6. Student Jewelry

For reasons of safety and security, Students will not wear personal jewelry consisting of earrings, necklaces, wrist bracelets/cords, or neck chains during class hours. Students may wear wedding bands/rings during class hours. Students with wedding rings with sharp edges or stones may be required to remove the ring during physical skills training for safety reasons.

➤ **PUBLIC SAFETY COMMUNICATORS COURSE**

1. Acceptable Dress

The Public Safety Communicators Course requires the students to wear conservative dress that would be appropriate in a professional office environment. Shirts must have a collar and pants should be a casual dress pants similar in nature to the “Dockers” or “Dickies” brand pants. Females are authorized to wear blouses and skirts that would be appropriate in a professional office environment. Denim jeans are not authorized. The student agrees to maintain professional standards of appearance of their casual dress attire.

➤ **IDENTIFICATION CARDS**

1. Display of Identification Cards.

Students attending the Basic Courses upon the campus of MLEA are issued photo identification cards. These cards are to be worn and conspicuously displayed upon the student’s person at all times while upon the campus of MLEA

➤ **HYGIENE AND GROOMING**

1. Standard

All students will maintain at all times the highest standards of personal hygiene. Male students must be clean-shaven each morning and approved beards or mustaches will be neatly groomed. Existing beards and mustaches are allowed only in instances where approved by the student’s Agency Administrator. New beards or mustaches may not be grown while attending MLEA.

2. Hair

Each student will be expected to conform to their respective agencies standard pertaining to appropriate length and style of hair. For safety reasons, students having hair longer than collar length and participating in the Law Enforcement Officer Basic Course or the Corrections / Detention Officer Basic Course shall wear their hair put up and secured to the back of the head. In the event that any student’s hair, because of length or style, creates a safety concern or interferes with training the student shall be required to adopt a hairstyle conducive to the particular activity being engaged.

3. Make-up

Make-up, if worn, will be of natural colors and in good taste. No heavy eyeliner, colored eye shadow or colored lipstick may be worn while at MLEA. Clear or light tint nail polish is the only nail polish that is authorized.

4. Perfume and Cologne

Students are asked to avoid wearing perfume and or cologne during the training day. If worn, please apply discretely and use scents should be subtle.

➤ **ATTENDANCE**

1. Required Attendance

All students are required to attend all scheduled classes or academy activities and to be in their assigned places at the beginning of each class period or activity and at the conclusion of each break period. Accreditation and certification is based upon specified hours of participation in the various courses. As such, failure to be in attendance and participate for the specified period of time will result in the student receiving no accreditation or certification.

2. Acceptable Excuses

Acceptable excuses include subpoenas for court appearances, illness, emergencies, or approved agency business.

3. Authentication Required for Absences

Proper authentication is required for absences. Authentication is defined as follows. A Subpoena, a copy of which will be made a part of the student's file. In the case of illness the student must notify a MLEA Staff Member and/or have a written excuse from a doctor. If your agency recognizes an exigent matter that would require your absence from MLEA, a letter from the Agency Administrator or his/her designee must be submitted to MLEA detailing the length of anticipated absence.

4. Authorization to Leave Campus

Students must notify the MLEA Staff prior to leaving the MLEA campus during class hours.

5. Off Campus Over-Night Stays

If the student desires not to stay over-night in the dormitory, the student must receive prior permission from their Agency Administrator or his/her designee and present to MLEA Administration Office proof of the permission, which shall identify the location where the student may be reached in the event of an emergency.

6. Unauthorized Absences

Unauthorized absences are prohibited. Unauthorized absences include, but are not limited to being late for class, absent without leave, leaving the MLEA campus without prior permission during class hours, and or failure to arrive to participate in the desired course at the directed date and time.

➤ **ILLNESS OR INJURY**

1. Illness

If you become ill or need any medical assistance during your participation in any course or class or during your stay on the MLEA campus, the MLEA Staff will assist

you in making arrangements for doctor's appointments or hospital visits. If you seek medical assistance on your own, please advise the MLEA Staff immediately in order that we can accommodate any special needs you may have during your recovery and or healing process.

2. Injury

Any student injured during participation in an MLEA course must notify an MLEA Staff Member immediately. MLEA Staff will assist you in seeking and obtaining the appropriate medical attention. Any student injured during any training activity or while in attendance at MLEA shall file an Injury Report Form as soon as possible with the MLEA Administration Office. The student's Agency is responsible to provide Worker's Compensation Insurance for all students during their participation in a MLEA course. The necessary forms and documents must be obtained from the student's Agency and submitted to the student's respective Worker's Compensation Insurance Carrier. Treatment for injuries sustained outside participation in MLEA courses is the financial responsibility of the student and or the student's Health Insurance Carrier.

3. Prescription Drugs

The student must maintain possession at all times of any prescriptions for controlled substances that are administered to the student. Students must adhere to directions pertaining to the prescription as specified by a licensed physician. The student must notify the MLEA Staff in writing of any and all prescriptions in their possession. Use of prescription drugs prescribed to another person or the use of illicit drugs will result in expulsion from MLEA and a referral of the incident to local law enforcement agencies.

➤ FIREARMS

1. Possession Prohibited

All firearms, including hunting rifles secured in parked vehicles, are strictly prohibited upon the campus of the Montana Law Enforcement Academy. Each and every student is required to surrender any firearms in their possession to a MLEA Staff Member for secured lock up.

2. Securing Firearms

Gun Lockers are assigned to each student for securing their duty weapon. Students attending other courses offered at the Montana Law Enforcement Academy can request a Gun Locker to secure their weapon while on campus. All weapons placed in the Gun Lockers will be unloaded with the cylinder and or chamber clear and open.

3. Use of Firearms

During different phases of training, firearms will be possessed upon and transported to and from the MLEA campus. During these times, all firearms are to be carried unloaded. The possession of ammunition in the dorm rooms of the residential quarters is strictly prohibited. All weapons will be carried in an appropriate duty

holster or a gun bag. The improper handling, displaying, pointing, or usage of any firearm may be grounds for disciplinary action.

4. Training Weapons

The Montana Law Enforcement Academy utilizes simulation firearms and replica training firearms during various training programs. These firearms are to be treated at all times as real guns and as such the improper display, pointing, or usage of these firearms may be grounds for disciplinary action.

5. Firearms Training

Students are required to bring their ball cap, hearing protectors, safety glasses, duty holster, unloaded duty weapon, magazine or cartridge holder, chemical spray holder, and flashlight to the specified locations and times of Firearms Training. Upon conclusion of the day's course of instruction in Firearms Training and at the command of the MLEA Staff Member, the student will surrender his/her firearm for lock-up.

➤ PROHIBITED CONDUCT

1. Alcohol and Illicit Drugs

The possession and or use of any alcoholic beverage or illicit drug is strictly prohibited. Alcoholic beverages or illicit drugs shall not be possessed within any residential quarter, dorm room, building or any motor vehicle, whether privately or publicly owned, upon the campus or any other grounds owned or operated by the Montana Law Enforcement Academy.

2. Excessive Alcohol Consumption

In order to minimize risk and ensure the safety of all students, the Montana Law Enforcement Academy has a "Zero Tolerance Policy" for any perceptible degree of alcoholic beverage consumption or influence during academy activities. The student is prohibited from consuming any alcoholic beverage(s) within the eight-hour period prior to the start of the MLEA training day. The student is prohibited from consuming any alcoholic beverage(s) within the twelve-hour period prior to the starting of the following Academy training activities:

- A. Firearms Training
- B. Police Vehicle Operations Training
- C. Defensive Tactics Training
- D. Building Search/Tactical Training
- E. Unknown and High Risk Vehicle Stops Training
- F. Scenario Based Training Exercises
- G. CPR / First Aid Training

If a MLEA Staff Member detects an odor of alcoholic beverage upon any person or if the person's actions are such as to create a reasonable suspicion that the person is currently under the influence, the student will be requested to submit to a breath test to determine if the student is under the influence or has any level of blood / alcohol concentration that would pose a safety concern for the student, class, or

staff. Refusal of the student to voluntarily submit to a breath test will automatically result in suspension from any further MLEA training activity.

Students should be aware that participation in any MLEA course or training activity constitutes a “report for duty” setting. As such no student shall “report for duty” with any detectable amounts of blood / alcohol concentration.

3. Tobacco Products

The use of tobacco products within the buildings of the Montana Law Enforcement Academy is strictly prohibited. All smoking tobacco products must be properly disposed of in the appropriate receptacles located throughout the MLEA campus. Discarding cigarette butts on the walkways or grounds of the campus is considered littering and as such prohibited.

4. Gambling

Gambling in any form or fashion is strictly prohibited upon the MLEA campus.

5. Criminal Conduct

Participation in any criminal conduct, through a finding of guilt or a showing of the preponderance of the evidence, is strictly prohibited.

6. Sexual Harassment

Sexual harassment is strictly prohibited. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor and or any verbal or physical conduct of a sexual nature. Jokes, pranks, or other verbal communications and or public display of material that has a strong connotation of a sexual overtone may be considered Sexual Harassment, and as such is generally prohibited.

7. Inappropriate Comments

Bigotry, profanity, degrading language or actions with regard to race, ethnicity, religion, sex, sexual orientation and/or physical challenge to address, refer to, or otherwise affect any person or group of people, directly or indirectly, is strictly prohibited. Comments or statements of a threatening or intimidating nature are prohibited.

8. Safety Violations

It is strictly prohibited for any student to purposely engage in any act that would constitute a willful and wanton disregard for life, limb, or property of another.

➤ **ACADEMIC CODE OF CONDUCT**

1. Plagiarism

A student will be considered in violation of academic integrity if he or she submits an assignment—whether written, oral, graphic, or computer-generated—which consists wholly or partially of the words, work, or ideas of another individual

without giving the original author proper credit.

2. Copying

A student will be considered in violation of academic integrity if he or she uses crib notes, cheat sheets, books, or any other material or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given permission to use such materials. Collaboration with another student on an examination or other graded exercise, unless the instructor has given permission, also constitutes copying.

3. Contributing to Academic Dishonesty

A student will be considered in violation of academic integrity if he or she willfully assists another student in an act of academic dishonesty. Such a person is as guilty as the person plagiarizing, copying, or cheating. Academic dishonesty will not be tolerated and is strictly prohibited.

➤ STANDARDS OF CONDUCT AND BEHAVIOR

1. Conduct Towards Staff

Each student attending any program upon the campus of the Montana Law Enforcement Academy is expected to recognize that his or her actions, demeanor, and image are direct reflections upon themselves, their agencies, communities, MLEA, and the criminal justice profession in general. Students shall at all times maintain a professional bearing and attitude. Students and MLEA Staff Members can and will expect a mutual level of courtesy and respect. Students shall be prohibited from engaging in any conduct that is determined to be discourteous, disrespectful, argumentative or disruptive to the overall learning environment.

2. Conduct Towards Fellow Students

It is essential that students understand and accept that all persons learn at different levels and through various methodologies. To facilitate the overall learning process it is highly encouraged that students interact within the class through questions and statements that are directly related to the topic matter being presented. Students shall refrain from making statements or comments towards fellow students that could be interpreted as disparaging, sarcastic, malicious, or spiteful.

3. Insubordination

All students participating in any program upon the MLEA campus shall at all times promptly obey all appropriate commands or general orders delivered or issued by any MLEA Staff Member. All MLEA Staff Members are vested with the power and authority of the Montana Law Enforcement Academy Administrator to issue orders or directives that are necessary to properly govern and to ensure a safe and healthy learning environment.

4. Law Enforcement Activities

While participating in programs at and in attendance at the Montana Law

Enforcement Academy, law enforcement officers are prohibited from engaging in any law enforcement actions unless confronted with situations that require immediate intervention to prevent serious bodily harm or death. If any law enforcement officer who is a student in attendance at MLEA invokes any type of enforcement action, the student shall immediately summon local law enforcement authorities and remain in place until their arrival. The student shall fully cooperate and comply with the orders or directives of the local law enforcement agency.

5. Misconduct or Conduct Unbecoming

Students must never allow their conduct to reflect poorly upon themselves, their agency, or the Montana Law Enforcement Academy. Students attending programs at MLEA are highly visible and as such the public closely watches their activity and conduct. When a student's actions are found to be excessive or unjustified, the public is highly critical. Students are prohibited from engaging in any conduct that could be considered immoral, unethical, and dishonest or which would discredit themselves, their profession, or their department.

6. Duty to Report and Cooperate

All students shall, as soon as possible, report all observed violations of any rule, regulation, policy, procedure, or general order to a MLEA Staff Member. Students shall agree to fully cooperate with MLEA Staff Members and MLEA Administration or any other duly authorized law enforcement official in the course of any official inquiry or investigation.

7. Inquiries and Investigations

Upon receipt of an allegation against a Student of any wrongdoing, the MLEA Administrator or his/her designated staff member shall conduct an informal inquiry to determine the creditability and substantive nature of the allegation. In the event that the allegation is determined creditable and or substantiated, an investigation shall be conducted and the findings presented to the MLEA Administrator for consideration of disciplinary actions.

➤ **ACADEMIC AND PERFORMANCE REQUIREMENTS**

1. Accreditation

Each MLEA course has specific academic requirements and or performance objectives that must be met for successful completion of the course. Students will be advised of the necessary levels of competency that must be obtained prior to accreditation.

2. Reasonable Accommodations

Reasonable accommodations will be made for students with learning disabilities, reading comprehension difficulties, and cultural communication barriers. It is the student's responsibility to inform the MLEA Staff of the need for a reasonable accommodation prior to the administration of any exam. A reasonable accommodation may include, but are not limited to allotment of more time for the exam or reading the exam to the student by a MLEA Staff Member.

3. Performance Based Training – Simulation Scenarios

Difference courses conducted upon the campus of the Montana Law Enforcement Academy utilize performance-based simulation scenarios as part of the delivery of training. In the course of participating in this type of training exercise, students are expected to follow all rules and guidelines stipulated by the MLEA Staff. In order to minimize risk and ensure continuity of the performance-based simulation scenarios, students are prohibited from changing or deviating from the scenario script, changing or modifying the scenario's environment, and or creating a dangerous situation for the Role-Player, Evaluator, Staff Member or the student officer. During the participation in this type of training, students will conduct themselves as if the simulation scenario was a real incident. Not conducting a thorough and realistic investigation, arguing with MLEA Staff, Evaluator, or Role Player or compromising the integrity of the training simulation scenario will result in a failing evaluation and could result in disciplinary action.

➤ DISCIPLINARY ACTIONS

1. Causes for Disciplinary Action

Any violation of any policy, procedure, rule, regulation, and or general order contained herein will be cause for disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs.

2. Notification

In the event that a rule, regulation, policy, procedure, and or general order is violated, the student accused of the violation shall be notified immediately of the charge. The student's Agency Administration will be notified of the violation, the disciplinary actions taken, and the recourse available to remedy the violation.

3. Suspension

Suspension is the temporary expulsion of a student for any violation of a rule, regulation, policy, procedure or general order. A student may be suspended for short durations of time. Generally students who are suspended can return to the course and proceed with their class up to graduation. Students who are suspended must meet with the MLEA Administrator and agree to a Corrective Action Plan. This Corrective Action Plan will outline specific corrective actions that the student must adhere to, including make up of all course work that was missed during the suspension. The student, the student's Agency Administrator and the MLEA Administrator must approve the Corrective Action Plan, prior to reinstatement.

4. Expulsion

Expulsion is the removal of a student from a MLEA course for a violation of a rule, regulation, policy, procedure or general order. Expulsions generally are for the remaining duration of the course. Students who are expelled must meet with the MLEA Administrator and agree to a Corrective Action Plan. This Corrective Action Plan will outline specific corrective actions that the student must adhere to in order to be reinstated at the specific time of the next available offering of the course. The

student, the student's Agency Administrator and the MLEA Administrator must approve the Corrective Action Plan, prior to reinstatement.

5. Termination

Termination is the removal of a student from a MLEA course for a violation of a rule, regulation, policy, procedure or general order. Terminations are permanent.

Students who are terminated will not be permitted to return to the course at MLEA.

➤ DUTY TO KNOW AND SEVERABILITY

1. Students Duty to Know

Through the submission of the Student Agreement and Code of Conduct the student acknowledges that they have been provided a Montana Law Enforcement Academy Student Manual and have reviewed it in its entirety. The student further acknowledges that they fully understand all policies, procedures, rules, regulations, and general orders contained therein. The student acknowledges any violation of any of the provisions contained therein will be cause for disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs .

2. Right to Govern

The student and sponsoring Agency Administrator agrees that the MLEA Administrator, in accordance with the statutory authority of the Montana Department of Justice to establish rules that govern the conduct of the MLEA students, may issue exceptions and amendments to the rules included in this agreement. The student also acknowledges that this Agreement and its provisions are severable if in the event a court of competent jurisdiction finds that any part thereof is unlawful or unconstitutional. If this should occur all remaining parts of the Student Manual and Student Agreement and Code of Conduct shall remain in full force and effect. The student and the MLEA Administrator agree that the provisions of the Student Manual and Student Agreement and Code of Conduct are to be construed reasonably and liberally.

The Administration and Staff of the Montana Law Enforcement Academy take great pride in providing an atmosphere in which all students have equal opportunity to learn in a safe and healthy environment. We welcome you to our campus and pledge our assistance, by all reasonable means, to ensure that your stay here is professionally beneficial and personally enjoyable. Please feel free to contact any MLEA Staff Member if you have questions or concerns.